

<b>United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Jackson, TN		<b>2. POSITION NUMBER</b> (b) (6)	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position				US OPM JFS for GS-0800, 11/2008; US OPM JFS for GS-1300, 12/1997; US OPM JFS for GS-0400, 9/2005.	
	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>Official Allocation</b>	*Environmental Engineer (OSC)	GS	*0819	14	001
<b>4. Supervisor's Recommendation</b>	ENVIRONMENTAL ENGINEER (OSC)	GS	819	14	
<b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any)		(b) (6)			
<b>7. ORGANIZATION</b> (Give complete organizational breakdown)		<b>e. EMERGENCY RESPONSE SECTION</b>			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b.		g.			
c. SUPERFUND DIVISION		h. Employing Office Location			
d. EMERGENCY RESPONSE REMOVAL, & PREVENTION BRANCH		i. Organization Code THDC 0000			
<b>8. SUPERVISORY STATUS</b>					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b>		<b>d. Typed Name and Title of Second-Level Supervisor</b>			
(b) (6)		(b) (6)			
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b>					
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b>		<b>c. Financial Disclosure Form</b>		<b>d. "Identical, Additional" (IA) Allocation</b>	
<input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
<b>e. FLSA Determination</b>		<b>f. Functional Classification Code</b>			
<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		42			
<b>g. Bargaining Unit Code</b>		<b>h. Check, if applicable:</b>		<b>i. Classifier's Signature</b>	
0012		<input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<25% of time) <input type="checkbox"/> This position is subject to random drug testing ( )		/s/ Lynn Dumas	
<b>j. Date</b>					
5/2/05					
<b>REMARKS</b> Previously classified PD. Coversheet documents realignment action.					



United States Environmental Protection Agency  
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION  
Atlanta, GA Jackson, TN

2. POSITION NUMBER  
(b) (6)

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

Official Allocation	b. Title	c. Service	d. Series	e. Grade	f. CLC
	Environmental Engineer (OSC)	GS	0819	14	100
4. SUPERVISOR'S RECOMMENDATION	ENVIRONMENTAL ENGINEER (OSC)	GS	819	14	

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE

(b) (6)

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY

e.

b.

f.

c.

g.

d.

h. EPAYS Organization Code 90452500

8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☐ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- ☐ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- ☐ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☐ [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.
- ☒ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

d. Typed Name and Title of Second-Level Supervisor

(b) (6)

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. <input checked="" type="checkbox"/> This position has no promotion potential.	<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:	b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	c. Functional Code 42
d. Bargaining Unit Code 0012 77	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____% of time) <input type="checkbox"/> This position is subject to random drug testing	f. Signature Lynn Kumar	g. Date 5-2-05

REMARKS

**Life Scientist/Environmental Engineer/Environmental Scientist  
(On-Scene Coordinator)  
GS-401/819/1301-14**

**INTRODUCTION**

*Superfund*

This position is located in the ~~Waste Management~~ Division, Emergency Response and Removal Branch. Incumbent serves as an On-Scene Coordinator (OSC) responsible for responding to threats to public health and/or the environment pursuant to the National Contingency Plan (NCP) 40 Code of Federal Regulations (CFR) Part 300 with responsibility for emergency and removal response activities under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), the Oil Pollution Act (OPA) and the Clean Water Act (CWA), Presidential Decisions Directives (PDD) and in accordance with appropriate laws, regulations, Executive Orders, as appropriate and required. The incumbent has unique authorities/responsibilities within the federal government to both approve an action and procure necessary resources to implement these actions.

The work of this position is multi-media in nature and the incumbent has responsibility for preventing, and/or mitigating the health and environmental hazards resulting from 1) sudden and unexpected or intentional releases or discharges of oil and hazardous substances, pollutants or contaminants, including releases of biological, chemical and radiological agents and 2) uncontrolled hazardous waste sites, either individually or as a team member. These pollutants can spread from a variety of sources such as industrial, manufacturing or storage facilities through the physical environment (i.e. land or water) into plant life, the food chain and people, if left unmitigated.

The work of this position also includes response to certain terrorist acts, and the incumbent has responsibility for responding to, and mitigating, the health and environmental hazards resulting from releases of biological, chemical and radiological agents, which may be released either separately or in combination with each other or with an explosive dispersant (i.e., a "dirty bomb") or occur at a nuclear power station or pre-existing hazardous waste site. These weapons of mass destruction can spread through the physical environment into plant life, the food chain and people, if left unmitigated. Consequently, the interdisciplinary nature of this position is very complex. Experience in environmental and Counter-Terrorism (CT) planning is of utmost importance in addition to an individual with a professional background in the life or physical sciences or in environmental engineering. In this capacity, the incumbent performs the following:

**MAJOR DUTIES AND RESPONSIBILITIES**

As an OSC, responds on an emergency basis to environmental incidents involving biological, chemical or radiological substances which have been intentionally released as weapons of mass destruction (WMD) and serves as the Incident Commander for EPA and other agencies and private entities in leading an Incident Management System for response actions. The incumbent leads and directs the activities of other OSCs from Region 4 and other Regions as well as employees from other federal and state agencies that are part of the National Response System. The employee, applies expert knowledge of life science/ environmental engineering/ environmental science in order to mitigate such releases. Provides direction on innovative or alternative treatment technologies and techniques to be used in the cleanup of these hazardous WMD materials and is responsible for developing new or improved approaches or solutions. These approaches concentrate on the limitations of proven concepts and practices and are still theoretical and may not have been previously tested or reported in professional

journals. These WMD events involve releases of hazardous substances which present an immediate, critical threat to public health (i.e., from extreme exposure rates for radioactive substances, or biological agents) which create an extreme threat or damage to human health as well as to environmentally sensitive areas. This threat may be complicated by the presence of insect or animal life which may in turn become part of the mechanism by which the hazard may spread; by exposure to infected persons; or by the presence of groundwater or surface water supplies near the WMD event, which can also add a multi-media nature to this problem. Depending on the nature of the WMD event, and relevant meteorological considerations, the hazardous substances involved in these WMD events may transcend State or Regional boundaries, and potentially international boundaries. The psychological impacts from such events are nationwide.

Represents EPA on multi-Agency committees working on WMD planning and preparedness. Represents EPA during meetings and exercises with high ranking State Officials. Makes outreach presentation to State and local response organizations.

Responds and/or directs response on an emergency basis, applying expert knowledge of life science/environmental engineering/environmental science in order to mitigate accidental releases of hazardous materials and/or oil. Identifies and implements innovative or alternative treatment technologies and techniques to be used in the cleanup of hazardous materials. The innovative or alternative treatment technologies are usually precedent setting and are frequently used across the Agency in similar responses. Many of these releases present an immediate, critical threat to public health through extreme exposure rates; on, and off-site migration; imminent fire/explosion threat; extreme threat or damage to environmentally sensitive areas and/or endangered species on sites which may be large or complicated by multi-media problems (e.g., air, groundwater, and surface water). These multi-media problems may transcend State, Regional or international boundaries, as well. Actions are carried out consistent with the NCP, CERCLA/SARA, Stafford Act, other standards and EPA guidelines.

Serves as a nationally recognized technical expert on emergency response and removal actions. The expert provides technical oversight of other staff members involved in various aspects of emergency response or removal activities. The expert serves as a leader and mentor to other staff members providing on-the-job training assignments and rotation opportunities for learning by example. Serves as Incident Commander for major incidents that require EPA to set up an Incident Command System to organize EPA Staff (OSCs and others) and contractor staff.

When notified of a WMD event, the employee mobilizes to the scene of release and determines EPA's role in responding to the incident. While such incidents are clearly of an emergency nature, the employee must determine the nature, amount and location of the WMD contaminant as well as taking into consideration any migration rates. These assessments are complicated by the magnitude of the hostile act, itself, and the associated involvement of police, fire and rescue, and other responders which may include military or national guard personnel and representatives of other portions of the Federal government including EPA's Criminal Investigation Division (CID) and the FBI's forensic evidence teams, as well as local and national political leaders.

Responsible for administering and resolving complex program and project issues which require unusual understanding of major environmental emergencies which directly impact population centers or major industrial areas and have large scale ecological impact. Based on the incumbent's expertise, maintains 24-hour readiness for mobilization to an emergency, during specific time periods, as required.



When dispatched, incumbent will mobilize to the scene of release and determine EPA's role in responding to the incident. The incumbent independently determines whether the action needed is emergency, time-critical, or non-time critical, by considering the probable direction, migration rate, nature, amount and location of the contamination, as well as the potential impact on human health and the environment.

Serves as the predesignated federal official for directing all response efforts and exercises, using appropriate delegated authorities (including contracting/procurement authorities) which may include but are not limited to approving emergency Fund-lead actions; issuing verbal task orders and delivery orders; directing all federal, state, or private actions involved in the clean up effort. The employee develops a strategy, plan, and schedule for implementing a removal (or in some cases a containment) response for the substances involved in either a traditional environmental release, or a WMD attack. Identifies and characterizes the nature and extent of the release and selects the alternatives for treatment and/or disposal to mitigate the release. Manages and directs all on-site resources and activities involved with the containment or removal process to ensure safe and expeditious completion of the work. Evaluates changing conditions and develops and implements approaches to effectively continue removal actions. Discusses, justifies and negotiates solutions to WMD incidents with the designated points of contacts from the FBI, DOD and other Federal departments that are involved in homeland security-related issues. The new approaches and methods developed by the employee serve as a model for use by other on-scene coordinators in responding to hazardous substance/oil releases, or WMD events. Provides technical support for enforcement actions, and supports the CID and law enforcement officials with criminal investigation efforts, as required.

The expert provides technical assistance to other government agencies, state, Tribal and local components on containment, cleanup and/or treatment of and/or hazardous materials environmental emergencies which are controversial, precedent-setting situations. Serves as an authoritative source of expertise on cleanup technologies and techniques for unusual biological and chemical agents, and other contaminants. Leads workgroups, that transcend regional boundaries, in the development of national policies on such issues as Health and Safety, Medical Monitoring programs, biological or radiological cleanup and treatment, and chemical spills and treatment. The expert evaluates divergent professional opinions affecting environmental policy issues and defines feasible options, including consequences of their adoption. The effects of advice and influences of the advice give contribution to the advancement of treatment technologies and techniques, as well as the politics concerning redevelopment of the site. Serves as the predesignated official for directing all response efforts at a spill of oil, hazardous substances, pollutants or contaminants, including intentional releases of biological, chemical and radiological agents. Independently determines whether the incident requires immediate action and if so, exercises appropriate delegated authorities (including contracting/procurement authorities) which may include but are not limited to approving emergency Fund-lead actions; issuing verbal task orders and delivery orders; directing all federal, state, or private actions at oil discharges that pose or may pose a substantial threat to public health or welfare of the United States.

Reviews and analyzes scientific literature and confers with other government and industry experts, and other experts in the life sciences, engineering sciences or physical sciences (including members of EPA's Environmental Response Team) and other strike teams authorized under 40 CFR in order to ascertain the technical implications of EPA decisions for mitigation of the WMD attack on related soil, sediment, and ground water issues. Integrates technical information from these sources into the analytical and decision-making process as part of determining innovative approaches to difficult site technical problems.

Under the Clean Water Act, independently makes determinations as to whether a response is necessary to mitigate impacts of an oil discharge. If response is warranted, the OSC orders the responsible party (RP) under applicable laws and regulations. If the RP efforts are inadequate the OSC takes appropriate response actions and notifies the RP of potential liability for federal response costs. For Spills of National Significance, the OSC is mandated to direct all spill response assets, regardless of their origin. Provides assistance for enforcement actions, provides technical review and oversight of PRP activities, provides technical support for enforcement actions, and supports CID and law enforcement officials with criminal investigation efforts, which may include counter-terrorism-related environmental incidents

Serves as a primary Agency spokesperson for public meetings, group meetings, and press conferences. This involves contact with the public, news media, and other government agencies concerning the nature and status of an environmental and/or a WMD response.

Under CERCLA, performs enforcement or enforcement-related duties, at both fund-lead and enforcement lead removal responses, which support other enforcement actions or future cost recovery. Prepares and negotiates enforcement orders. Provide expert technical assistance to the Department of Justice in developing cases for civil and/or criminal prosecution.

Serves as a warranted Contracting Officer with contracting authority. Exercises procurement authority in accordance with the specific terms of the Delegation of Procurement Authority (DPA) from the EPA Office of Acquisition Management. Maintain certification through continuing education, as required by law. Incumbent may devote approximately 20% of time to contract management duties. Maintains certification of and uses warrant authorization to enter into delivery orders and contracts for the procurement of services necessary to implement removal responses at emergency incidents including: verbal and written delivery orders; and notice-to-proceed procurements.

Secures site access and coordinates site activities with all involved parties, including site owners, other EPA programs, and federal, state, tribal and local agencies. Prepares and maintains the necessary documentation for the initiation, continuation, and completion of a removal response.

Responds during and after-the-fact to public, other agency and Congressional inquiries concerning assessment and cleanups at environmental response and WMD sites. Prepares and delivers presentations and briefings for conferences, public interest groups, industry and government. Acts as official EPA representative, addressing community concerns, facilitating public understanding which require tact and diplomacy on the part of the employee in contributing towards the Federal government's viewpoint for such a high profile event.

Litigation may result from cleanup activities that may have impact on future industry practices. May be expected to provide technical support and expert testimony in courts or other judicial bodies, such as administrative hearings, and depositions.

The expert conducts studies on complex scientific or engineering problems that are a result of environmental emergencies, time-critical removal actions and/or natural disasters. Develops a strategy, plan, and schedule for implementing a removal response and determines appropriate authorities. Identifies and characterizes the nature and extent of the release and selects the alternatives for treatment and/or disposal to mitigate the release. Manages and directs all on-site resources and activities involved with the removal process to ensure safe and expeditious completion of the work. Incumbent responsible



for planning and evaluating long range programs to determine changing conditions; develops and implements new approaches to effectively continue removal actions

Works directly with OSWER management in the evaluation of CT emergency response policies to plan extensive and long-range emergency response program strategies for WMD events, including improvements for better coordination and program effectiveness among response organizations. The results of the employee's efforts in responding to WMD events also serve as a base line for evaluation of OSWER's emergency response program efforts to support the Agency's homeland security responsibilities, including recommendations for programmatic and policy changes. Works with other OERR staff as well as with members of other Federal agencies with related responsibilities for homeland security to develop and provide advice on nationwide standards, procedures, and instructions to guide other OSCs and others in responding to future CT events. Shares this information with others in the OSC community as part of their regular training events.

The expert is responsible for managing and tracking field operations to assure response actions are appropriately staffed with all levels of OSCs in an effort to manage Region-wide deployment to environmental emergencies, time critical removal actions and/or natural disasters. Secures site access and coordinates site activities with all involved parties, including site owners, potentially responsible parties (PRPs), other EPA programs, and federal, state, tribal and local agencies. Prepares and maintains the necessary documentation for the initiation, continuation, and completion of a removal response. The expert is responsible for managing resources available for response actions and recommending future resource needs or viable alternatives to meet program goals.

The incumbent is authorized to conduct official investigations and inspections pursuant to all federal laws administered by the US EPA. These may include compliance inspections as well as release investigations..

The employee also represents the Region and Agency in meetings with representatives from the FBI, DOD, DOE other Federal departments that are involved in homeland security-related issues as a participant in national workgroups and inter-agency task forces. These meeting are held in order to develop a better coordinated response program and examine ways of enhancing or improving the nation's emergency response efforts, with specific focus on OSC functions including readiness issues across the Federal government.

Serves as a national technical expert in providing information and approaches for experts in other agencies, e.g., DOJ, USDA, USPS, etc. Reviews and analyzes scientific literature and confers with other government and industry experts, and other experts in the life sciences, engineering sciences or physical sciences in order to ascertain technical implications of EPA decisions on hazardous waste, soil, sediment, and ground water issues. Integrates technical information from these sources into the analytical and decision-making process as part of determining innovative approaches to difficult site technical problems

Performs planning, prevention, and preparedness activities in accordance with appropriate Presidential Decision Directives (PDDs), laws, regulations, Executive Orders. This includes maintaining the skills and training necessary to respond to health and environmental hazards resulting from intentional releases of biological, chemical and radiological agents or declarations made under the Stafford Act. As an OSC with recognized expertise in WMD responses, the employee develops and provides response training for other OSCs as well as local, state, or federal responders.

Facilitates and leads the development of Regional, Area, and Sub-Area Contingency Plans (as required under the NCP 300.210) with representatives of state, local and tribal governments. The employee is delegated signature authority for approval of Area Contingency and Facility Response Plans. The incumbent plans and leads drills and exercises to test and improve the plan effectiveness.

May serve as a primary Agency spokesperson for public meetings, press conferences. This involves contact with the public, news media, regulated community, and other government agencies concerning the nature and status of removal responses. Responds to public, other agency and EPA Regional inquiries concerning assessment and cleanups at hazardous waste sites. Prepares and delivers presentations and briefings for conferences, public interest groups, industry and government. Acts as official EPA representative, addressing community concerns, facilitating public understanding and soliciting citizens comment regarding removal response-related issues which may be complicated by fear, mistrust or lack of cooperation on the part of the citizenry and which may result in high profile or hostile conditions, requiring tact and diplomacy on the part of the incumbent in representing the Regional viewpoint.

May be required to perform duties in response to man-made and natural disasters under the Federal Response Plan, including the preparation and planning of the response activities of Emergency Support Function (ESF) 10 activations, representation of EPA at the Regional Response Center (RRC), Disaster Field Office (DFO), and Regional Operations Center (ROC) during ESF-10 activations, and coordination with state responders. The incumbent may also take actions under the Federal Radiological Emergency Response Plan (FRERP) and other "non-traditional" emergency plans.

Represents participating OSCs regionally and nationally in national and regional workgroups or task forces involved in examining ways of enhancing or improving the OSC functions, including readiness issues. Analyzes the issues involved or changes under consideration, and works with other group members to build consensus on recommendations and options for management consideration. Provides training to other OSCs both regionally and nationally.

May be required to perform planning, prevention, and preparedness activities in accordance with appropriate Presidential Decision Directives (PDDs), laws, regulations, Executive Orders. This may include preparing for the health and environmental hazards resulting from intentional releases of biological, chemical and radiological agents or declarations made under the Stafford Act. Plans exercises to provide experience to OSCs, local law enforcement groups, Coast Guard, etc., on how to handle a variety of complex events. The exercises provide simulated responses to biological and/or radiological releases, chemical spills and other contaminants. The experiences gained as a result of these exercises may mean the difference of life and death to the people involved with or impacted by an actual emergency. Facilitates and leads the development of Regional Contingency Plans (as required under the NCP 300.210) with representatives of state, local and tribal governments. The OSC is delegated signature authority for approval of Area Contingency and Facility Response Plans. Plans and leads drills and exercises to test and improve their effectiveness.

Performs other related duties as assigned.



## **Conditions of Employment**

This position:

- is subject to random drug testing
- may require a "top secret" security clearance
- is subject to medical monitoring
- requires the incumbent to be able to properly wear and use a respirator and Self Contained Breathing Apparatus
- requires the employee to travel more than 10 days a month
- requires the annual filing of a financial disclosure form

### **Factor 1 Knowledge Required by the Position Level 1-8 1550 Points**

The position requires mastery of the principles, theories, concepts and methodologies found in the life science, environmental engineering or physical science fields sufficient to apply new developments and experienced judgment, as a technical authority, to solve novel or intricate problems in the areas of environmental emergency response, uncontrolled hazardous waste site response and/or releases of chemical, biological, radiological or other hazardous substances. This position requires a thorough knowledge of the various types of chemical contaminations and possible threats and effects on humans and the environment.

It requires the skill and ability to extend or modify existing techniques and develop new approaches for use by others in solving a variety of problems related in the area of emergency response. These knowledge, skills and abilities are employed in the design of field surveys and studies at uncontrolled hazardous waste sites and environmental emergencies in order to develop information necessary to determine the degree of risk or extent of contamination involved. The position requires the ability to perform environmental assessments at WMD incidents and to develop and conduct removal/remedial activities. This position also requires the ability to apply the knowledges and skills needed to evaluate techniques and technologies for use at hazardous waste sites to WMD sites in order to assess the impacts of the hazardous releases and their impact on human health and the environment. The employee in this position requires a familiarity with the principles and theories found in related fields such as geology, hydrology, chemistry, biology, and statistics.

It requires the skill to extend or modify existing techniques and develop new approaches for use by others in solving a variety of problems related in the area of emergency response. These knowledges and skills are employed in the design of field surveys and studies at uncontrolled hazardous waste sites and environmental emergencies in order to develop information necessary to determine the degree of risk or extent of contamination involved, environmental assessments at hazardous materials spills or incidents and to develop and conduct waste management sampling and removal/remedial activities. Knowledge and skill to evaluate techniques and technologies for use at hazardous waste sites to assess the impacts of the hazardous releases and their impact on human health and the environment. Incumbent in this position also requires a familiarity with the principles and theories found in related fields such as geology, hydrology, chemistry, and statistics.

The position requires knowledge of safety issues and problems and the ability to recognize and take steps to protect investigators from contamination of potentially hazardous materials. The position requires training in the proper use of a variety of protective equipment, including self-contained breathing

apparatus. Incumbent of this position is also required to possess knowledge of contract negotiation and contract administration as required under the OSC Warrant Authority for scientific and labor services while conducting response actions.

## **Factor 2 Supervisory Controls Level 2-4 450 points**

The employee receives general guidance as to timing, objectives and resources for the program from the supervisor. Assignments are usually broad in nature, and the incumbent has wide latitude in terms of responsibility for planning, designing and implementing solutions for site clean up and the alleviation of damage caused by hazardous substances. Usually during the initial phases of a Level IV emergency response there is no concurrence from either the supervisor or contracting officer as the OSC is completely responsible for protecting human health and the environment. This includes the responsibility for up to \$250,000 contracting warrant authority should the circumstances require for response during classic emergencies and planning the goals and objectives for a particular response site and for independently carrying them out, including the development of technical approaches and independently coordinating with other scientists, engineers, representatives of State, local or Tribal entities, and potentially responsible parties. Even on sites where approval authority rests at a higher level (above \$250,000) the scope of the approval will be broad, with day to day operations run completely at the discretion of the OSC. The incumbent's decisions could literally affect the disposition of millions of dollars of public money. The incumbent keeps supervisor informed of any major problems or controversial issues on site. It is expected that completed work is normally accepted as technically proficient, but is reviewed for conformance to EPA policy, regulations, site compliance standards, and efficiency and effectiveness of actions in the mitigation of threat to humans and the environment. Incumbent receives general guidance as to timing, objectives and resources for the program from the supervisor. Employee keeps the supervisor informed of progress; recommendations and decisions of the employee are accepted as technically sound. The effects of advice and influences of the advice give contribution to the advancement of treatment technologies and techniques, as well as the politics concerning redevelopment the site.

## **Factor 3 Guidelines Level 3-5 650 Points**

Working chiefly under broad and general policy statements, regulations, and laws, including the CWA, OPA, CERCLA, RCRA, and the Stafford Act) the National Priorities List, the National Contingency Plan, the National Oil and Hazardous Substances Pollution Contingency Plan; various Federal, State and local regulations; and EPA policies and standards, the employee exercises considerable judgment and ingenuity in interpreting and adapting guides that exist and in developing new and improved approaches, or concepts not previously tested or reported in the literature of the field. This judgment and ingenuity is applied by the employee in order to respond to and mitigate environmental emergencies due to the intentional release of chemical, biological or radioactive agents (either individually or in combination) as weapons of mass destruction.

The employee is recognized as a technical authority with scientific/engineering expertise in the area of counter-terrorism response, and is responsible for the working directly with OERR staff in the development of CT-emergency response policies as well as with members of other Federal agencies with related responsibilities for homeland security to develop and provide advice on nationwide standards, procedures, and instructions to guide other OSCs and others in responding to future CT events.



#### **Factor 4 Complexity Level 4-6 450 Points**

The nature of the assignment involves removal or mitigation of hazardous substances (biological, chemical or radioactive agents used separately or in combination) which have been accidentally released, or intentionally released as weapons of mass destruction with the intent of causing the maximum amount of direct and collateral damage to human health and the environment. The work involves varied and complex technical duties, including problem analysis, often with limited data available as to the type and extent of human threat and environmental contamination. Accomplishment of these assignments requires application of the theories, principles and practices of related fields of science such as chemistry, biology, meteorology and radiology and concentrate on the limitations of proven concepts and practices.

Responding to such WMD events frequently involve difficult or unusual coordination or negotiation concerning technical, political, socio-economic, administrative, and other aspects which preclude the use of standard methods or practices. These may include compromises between a theoretical ideal method that may work in a laboratory or industrial setting and a technically less satisfactory one for use across all or a significant portion of a large metropolitan area. The need for an immediate and rapid response, along with extensive political and public interest that the ultimate goal of "clean and re-inhabitable" be attained as soon as possible, may need to be balanced with the investigatory/forensic evidence-gathering-requirements typical of a "crime scene" so as to support future actions taken against the individuals, terrorist organizations or countries responsible for such actions.

#### **Factor 5 Scope and Effect Level 5-5 325 Points**

The purpose of the position is to resolve critical problems and implement practical and effective solutions to clean up and remove hazardous biological, chemical and radiological materials from sites that have been contaminated as the result of release of hazardous substances or oil, or the use of weapons of mass destruction. The employee provides advice on physical, environmental or engineering aspects of studies and investigations on human health risk by identifying, quantifying the nature of the environmental release or WMD incident. The employee also provides guidance and coordination to members of other federal agencies and departments who are involved in or responsible for various other aspects of environmental response and/or homeland security, as well as with contractors who provide support for the clean up efforts. The work helps to ensure that the site sustains no further damage; and, that the damage does not spread to other environments.

The employee's work has impacts on how OSCs respond to and clean up other environmental and/or WMD sites across the country. The employee's decisions with regard to how to respond to the event and clean up the impacted area, involve consideration of highly complex technical problems involving many areas of uncertainty and affects the work of other engineers and subject matter specialists both within and outside the agency. This results in the new approaches and methods which serve as a model for use by other on-scene coordinators in responding to environmental releases and/or WMD events. The results of the incumbent's efforts in responding to WMD events also serve as a base line for evaluation of OSWER's emergency response program's efforts to support the Agency's homeland security responsibilities, including recommendations for programmatic and policy changes, and to the development of a better coordinated response program across the Federal government.

## **Factor 6 Personal Contacts Level 6-4 110 Points**

The employee is responsible for responding to major releases of hazardous substances or oil, and environmental emergencies involving weapons of mass destruction that have been unleashed upon the United States, as provided for under Presidential Decisions Directives.

These assignments are of such magnitude and visibility that the incumbent has personal contacts with:

- a. nationally-recognized members of radio/television and print media who are reporting on the emergency response site being cleaned up by the OSC; and
- b. Governors of States in which the incidents had occurred, or in neighboring States, and mayors of large cities which are critically and substantively impacted by the nature of the environmental emergency.
- c. Members of a state's congressional delegation who are involved with or interested in response actions taken to mitigate the threats posed by a particular environmental release or WMD event.

The employee also has personal contacts with scientific, technical and engineering personnel, officials of Agency Headquarters and Regional offices, officials and professionals of other Federal, State and local agencies (including the FBI, CDC, DOD, DOE, and uniformed members of the Public Health Service) industry (i.e., pharmaceutical) representatives and fellow members of national societies and special interest groups.

## **Factor 7 Purpose of Contacts Level 7-4 220 Points**

In responding to incidents involving weapons of mass destruction the employee, as the lead responder (as provided for under 40 CFR 300 and Presidential Decisions Directives) must discuss, justify and negotiate solutions to these WMD incidents with the designated points of contacts from the FBI, DOD and other Federal departments that are involved in homeland security-related issues. The employee also represents the Agency in meetings with representatives of these other Federal departments to plan extensive and long-range emergency response programs for WMD events, including better coordination and program effectiveness, and to develop standards and guides for use by other OSCs Agency wide.

The employee's contacts with Governors, mayors, and/or congressional delegations are to explain and defend the decisions made in responding to extremely complex environmental emergencies occurring in their cities and major portions of their State. This requires tact and skill on the part of the employee in order to establish a cooperative atmosphere conducive to open communication and to the expression and acceptance of plans and decisions.

The employee's contacts with other scientific and technical staff in state and local governments and with members of other Federal agencies and contractors are to discuss methodological problems and potential solutions, explain the data obtained; persuade, influence or motivate individuals who generally have conflicting opinions; and to ensure that contractor work is following the agreed upon work plan, in order to ensure compliance with Federal, State, and local laws and with negotiated agreements.



Contacts with members of the national press corps are typically to provide factual information, and discuss issues surrounding the environmental event in a way that does not incite hostility or increase fear among members of the general public who are impacted by such events.

**Factor 8 Physical Demands Level 8-2 20 Points**

The work requires overnight travel, extended work shifts (e.g. 12 to 18 hours, or more) during major emergency response or removal operations. Employees may be separated from their families and communities for extended periods of time.

The work requires a large amount of walking, climbing, running, bending, stooping, and the employee may be required to perform such physical activities while wearing a variety of protective clothing which can include respiratory protection or self-contained breathing apparatus, as well as fully encapsulating suits.

**Factor 9 Work Environment Level 9-2 20 Points**

Work is both in an office and in remote field settings. While on site in the field, the employee may be exposed to unfavorable weather conditions and rough terrain. The work may involve regular and recurring exposure to moderate risks or discomforts that require special safety precautions particularly where there is risk of exposure to hazardous and toxic substances, radioactive materials or other pollutants. Less frequently, employees may be asked to work in conditions that present an Immediately Dangerous to Life and Health (IDLH) situation. The employee is required to use protective clothing and equipment (i.e., gloves and face masks) and may occasionally be required to use fully encapsulating suits and supplied air (Level A & B.)

Total Points = 3,795 = GS-14

## POSITION DESCRIPTION AMENDMENT

EMPLOYEE'S NAME (b) (6)	ORGANIZATION LOCATION OF POSITION Region 4		
POSITION TITLE Environmental Engineer	SERIES GS-819	GRADE 14	POSITION NUMBER

### AMENDMENT

#### COOP ESSENTIAL POSITION

This position is designated as an **“essential position”** under the US Environmental Protection Agency Region 4 Continuity of Operations Plan (COOP).

In the event of an emergency or other situation resulting in implementation of the COOP, the incumbent of this position is required to carry out work assignments identified as vital business functions (essential functions) necessary for the continued success of the organization and/or to minimize the potential for the organization to suffer serious legal, financial, goodwill, or other significant losses or penalties.

Essential function(s) must operate continuously or sustain only brief interruptions. Accordingly, within twelve (12) hours of COOP activation the incumbent of this position is required to report to the designated COOP business location at the EPA SESD Facility at Athens, GA (or alternate location as determined and designated by management).

In addition to performing specific essential work functions, the incumbent of this position is required to:

- Share his/her expertise as active member of, or advisor to, the COOP planning team.
- Familiarize him/herself with the COOP plan and his/her role in it.
- Participate in COOP tests, training exercises, and after-action reporting sessions.
- Maintain readiness to report in event of COOP activation.
- Ensure his/her family's safety and security in the event of COOP activation.

CLASSIFIER'S SIGNATURE <i>Lynn Dumas</i>	DATE 10/17/06	SUPERVISOR'S SIGNATURE <i>Ch/O</i>	DATE 9/18/06
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## Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	(b) (6)		This position has no extramural resources management responsibilities.
	(b) (6)		
Position Number		<input checked="" type="checkbox"/>	Total extramural resources management duties occupy less than 25% of time.
Title	OSC - Environmental Engineer		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0819-14 GS-1304/13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	Superfund Division, ERRB		

When this checklist is used, the following information is required:

Supervisor's Signature

Personnel Specialist's Signature

*Deli Thom*

Date

2/15/12

### Part 1. Contracts Management Duties

#### Pre-award:

<input checked="" type="checkbox"/> Plans Procurements		<input checked="" type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award
<input checked="" type="checkbox"/> Estimates Costs		<input checked="" type="checkbox"/> Defines scope of work for work assignments
<input checked="" type="checkbox"/> Obtains funding commitments		<input checked="" type="checkbox"/> Approves payment requests of ACH drawdowns
<input checked="" type="checkbox"/> Prepares procurement requests		<input checked="" type="checkbox"/> Manages cost-reimbursement contracts
<input checked="" type="checkbox"/> Writes statements of work		<input checked="" type="checkbox"/> Reviews invoices
<input checked="" type="checkbox"/> Reviews statements of work		<input checked="" type="checkbox"/> Inspects and accepts deliverables
<input type="checkbox"/> Processes unsolicited proposals		Other (list)
<input type="checkbox"/> Responds to pre-award inquiries		

#### Post-award:

<input checked="" type="checkbox"/> Participates in pre-award conferences		<b>Close-out:</b>
<input checked="" type="checkbox"/> Conducts technical evaluation of proposals		<input checked="" type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed
<input checked="" type="checkbox"/> Participates in debriefing/protests		<input checked="" type="checkbox"/> Reconciles payments with work performance
<input type="checkbox"/> Other (lists)		<input type="checkbox"/> Closes-out payments
		<input type="checkbox"/> Performs cost accounting
<input type="checkbox"/> Prepares delivery orders		<input checked="" type="checkbox"/> Provides assistance to Contracting Officer in settling claims
<input checked="" type="checkbox"/> Reviews contractor work plans		Other (list)
<input checked="" type="checkbox"/> Reviews contractor progress reports		
<input checked="" type="checkbox"/> Monitors government-furnished property		
<input checked="" type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award		

#### Percentage of Time Spent on Contracts Management

10 %

Continued



<b>Part 2. Grants/Cooperative Agreements Duties</b>		Advises Grants Management Office of potential problems/issues Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions Approves payments requests or ACH drawdowns Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office Negotiates amendments Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only) When necessary, recommends termination of the agreement Resolves with Grants Management Office administrative and financial issues Conducts periodic reviews to ensure compliance with agreement Other (list)
<b>Pre-application/Application:</b>		<b>Close-out:</b>
Prepares solicitation for proposals	Identifies potential grantees for area of program emphasis	Certifies deliverables were satisfactory and timely
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)	Provides administrative information to applicants	Provides assistance to recipients and Grants Management Office to ensure timely close-out
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant	Assists applicant in resolving issues in application	Reconciles payment with work performed
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement	Negotiates level of funding	Notifies recipient of close-out requirements
Conducts site visits to evaluate program capability	Serves as resource to Selection Panel	Obtains legal assistance if necessary to resolve incomplete close-out
Informs applicants of funding decisions	Other (list)	If project is audited, responds to issues and ensures recipient complies with audit recommendations
<b>Award:</b>		Other (list)
Prepares funding package, including Decision Memorandum		
Obtains concurrences/approvals		
Reviews/concurs in completed document		
Establishes project file		
Other (list)		
<b>Project Management/Administration:</b>		<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>
Monitors recipient's activities and progress		
Reviews reports and deliverables and notifies recipient of comments		
Provides technical assistance to recipients		
<b>Part 3. Interagency Agreements Duties</b>		
<b>Pre-Agreement:</b>		
✓ Plans and negotiates work effort		✓ Monitors cost management and overall technical performance
✓ Estimates costs		✓ Participates in decisions about project modification/termination
Obtains funding commitments		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
✓ Prepares commitment notice		✓ Inspects and accepts deliverables
✓ Writes or reviews scope of work		Other (list)
Responds to pre-agreement inquiries		
✓ Participates in pre-agreement conferences		<b>Close-out:</b>
✓ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		✓ Reviews final report
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Decides on disbursement of equipment
✓ Performs technical evaluation of work plan and budget		✓ Reconciles payments with work performed
✓ Prepares funding package and obtains necessary concurrences		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
Other (list)		✓ Certifies deliverables
		✓ Resolves close-out issues with Grants Management Office/other agency
		Other (list)
<b>Project Management/Administration:</b>		<b>Percentage of Time Spent on Interagency Agreements Management:</b>
✓ Reviews progress reports/financial reports		